

Project Appraisal for HAs

London, 1 or 2 days: 16th and 17th March 2017 / 14th and 15th September 2017

DURATION: 1 or 2 Days	LOCATION: London	LEVEL: Basic knowledge of Excel for Day 2
PARTICIPANTS: Limited to a maximum of 8 on day 2	PC REQUIREMENTS (DAY 2): Bring own laptop with Excel 2007 or later version	TAKE-AWAY: Powerpoint topic notes and illustrative financial case studies plus answers. Project appraisal model.
COURSE FEES: Day 1: £400 + VAT per delegate	Day 2: £400 + VAT per delegate	2 Days: £750 + VAT per delegate (includes all refreshments, lunch and course documentation)

Course Structure

Participants can attend either day of the course or both days. Each of the two days can be attended as a stand-alone seminar but the two days complement each other..

Course Objectives

Day 1 (Principles & Techniques)

- to increase participants' understanding of best-practice procedures and techniques for appraisal of investment projects
- to review the capital investment decision process
- to explain the technicalities of DCF
- to demonstrate analysis of investment and financing decisions
- to provide a framework for project risk analysis and risk management

Day 2 (Excel Modelling Workshop)

- to develop an accurate, efficient and reliable project appraisal model in Excel
- to introduce sensitivity and scenario testing techniques in Excel
- using both fundamental and advanced Excel techniques

Course Design

- Project Appraisal for HAs is a two-day programme for people in housing associations and other related organisations who need to understand the principles and practice of project appraisal and project modelling.
- Teaching will be interactive in style, the first day based on slide presentations and practical exercises to deal with technical issues, and the second day a workshop approach at a pace to suit all participants.
- Real-life case studies to illustrate current social housing issues and demonstrate the complexities and judgemental issues of project appraisal and modelling.

Who Should Attend?

All those working in the social housing sector who need to understand the principles of project appraisal and consolidate and extend their skills in key technical areas including building project appraisal models in Excel.

Pre-requisite Knowledge

In advance of the course a basic knowledge of Excel is assumed.

Course Tutor - Richard Peck, BSc., MBA

Richard Peck BSc, MBA has been closely involved in training and consultancy work for the National Housing Federation, the Tenant Services Authority and the Welsh Assembly Government; in particular projects such as "Measuring Up", "Global Accounts"; and "Do you have the Capacity?"

He was responsible for building the WAG Sustainable Development Analysis Model and the NHF/TSA Borrowing Capacity User Model.

Originally a civil engineer, he managed infrastructure projects in the UK and the Middle East before studying for an MBA at Cranfield Business School prior to joining FSMD in 1989.

Richard specialises in financial modelling, principally for credit, project finance and corporate finance applications.

Richard has advised and built models for a range of clients including Innogy PLC, Heineken, HSBC, Bayerische Landesbank, National Australia Bank, Lloyds TSB, Bankgesellschaft Berlin AG, Allied Irish Bank, Bank Leumi, Stockbrokers Dolman, Butler and Briscoe, the Welsh Government, National Housing Federation, Tenant Services Authority, Newcastle Building Society and Principality Building Society.

Project Appraisal for HAs

London, 1 or 2 days: 16th and 17th March 2017 / 14th and 15th September 2017

Course Timetable - Day 1 (Principles & Techniques)

9.00 – 10.30	Introduction - Investment Appraisal in HAs <ul style="list-style-type: none"> Investment Appraisal Quiz Discounting and The Time Value of Money <ul style="list-style-type: none"> * Exercises
10.30 – 10.45	Coffee
10.45 – 12.45	Investment Appraisal Techniques <ul style="list-style-type: none"> discounted cash flow and other methods NPV, IRR, payback <ul style="list-style-type: none"> * Exercises and case studies
12.45 – 13.30	Lunch
13.30 – 15.30	Cash Flows and Discount Rates <ul style="list-style-type: none"> geared versus ungeared analysis cash flow projection cost of capital use of terminal values in DCF <ul style="list-style-type: none"> * Exercises and case studies
15.30 – 15.45	Tea
15.45 – 16.30	Project Risk Assessment and Management <ul style="list-style-type: none"> project risk checklists hedging and risk sharing techniques sensitivity analysis <ul style="list-style-type: none"> * Exercises and case studies
16.30 – 17.00	The Investment Appraisal Process <ul style="list-style-type: none"> 3-stage model the role of the Board and the non-executive questions and answers

Course Timetable - Day 2 (Excel Modelling Workshop)

9.00 – 9.15	Introduction
9.15 – 10.30	Review of Advanced Excel Functions and Techniques <ul style="list-style-type: none"> array arithmetic grouping sheets conditional statements Basic Modelling Concepts and “Good-practice” Guidelines <ul style="list-style-type: none"> spreadsheet style guide Advanced Excel Modelling Techniques <ul style="list-style-type: none"> iterative calculations and alternatives interest calculations tracing and auditing goalseek and Solver Excel financial functions
10.30 – 10.45	Coffee
10.45 – 12.45	Project Appraisal Model Case Study <ul style="list-style-type: none"> capital expenditures and disposals I&E projections cash flow adjustments inflation and discount rates financing cash flows
12.45 – 13.30	Lunch
13.30 – 15.30	Project Appraisal Model Case Study (cont'd) <ul style="list-style-type: none"> discounting mechanics and metrics terminal values DCF, NPV, discounted pay-backs, profitability index geared and ungeared approaches project life and loan cover ratios
15.30 – 15.45	Tea
15.45 – 17.00	Advanced Modelling Techniques Application to Case Study <ul style="list-style-type: none"> sensitivity analysis one-way data tables two-way data tables scenarios beyond the two-way data table data validation advanced sensitivity techniques

Project Appraisal for HAs

Tick course: 16th and 17th March 2017 14th and 15th September 2017

Please complete the booking form and return to FSMD.
Please write in the box the number of places you require.

Day 1: Day 2: 2 Days:

Personal Details

Name
Job Title
Company
Telephone
Fax
Email
Address (including postcode please)
Name of authorising manager

Invoice Address Details (if different)

Company
Contact Name
Telephone
Fax
Email
Address (including postcode please)

Payment Details

<input type="checkbox"/> I enclose a *cheque for:
£
Signed
Date

*Make cheques payable to "FSMD Ltd"

To pay by BACS:
Bank: National Westminster Bank, FSMD Ltd.
Sort Code: 01-10-01
Account: 01034820

A VAT invoice will be issued to confirm your booking and joining instructions will be sent seven days before the course.

Enquiries & Bookings

Caroline Dunn
FSMD Ltd.
Lowry House
12 Kennerley's Lane
Wilmslow
Cheshire
SK9 5EQ

Tel: 01625 530050
Fax: 01625 523937
Email: caroline.dunn@fsmd.co.uk

Cancellation Period

- Cancellations received 30 days prior to course commencement will be eligible for a refund less an administration charge of £50.
- After this time no refund can be made although a substitute delegate is acceptable
- FSMD reserves the right to cancel any of its courses. Either full refunds will be given OR a reserved place on the next available course.